

PORT OF PORTLAND COMMISSION POLICY

COMMISSIONER TRAVEL AND OTHER EXPENSES

POLICY NO. 6.1.13

Approved Commission Meeting of April 14, 2010

Reimbursement of Commissioner Expenses by the Port

It is the policy of the Port of Portland, pursuant to ORS 198.190, that members of the Board of Commissioners of the Port of Portland shall be reimbursed for actual and reasonable traveling and other expenses necessarily incurred in attendance at Port Commission meetings, and in the performance of other official duties for the Port of Portland as approved by the Commission President. Reimbursement shall be in accordance with the Port's administrative policies for reimbursement of employee expenses. Port Commissioners may also retain Travel Awards earned while conducting business on behalf of the Port.

Receipt of Certain Expenses from Third Parties

State ethics law provides that a public official, such as a Port Commissioner, may accept reasonable food, travel or lodging expenses from third parties when the public official is representing the Port (a) on an officially sanctioned trade-promotion or fact-finding mission; or (b) in officially designated negotiations, or economic development activities, where receipt of expenses is approved in advance. Any Port Commissioner desiring such prior approval shall obtain it in writing from the Commission President, or from any Commission Officer if the President is not available. The Commission President may obtain prior approval in writing from any Commission Officer. Written approval may be in electronic form, but the approval must be printed for archiving at the earliest opportunity.